



Budget & Finance Committee

Wednesday, February 17, 2021 at 9:30 a.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Liss called the meeting to order at 9:30 a.m.

Roll call – Present: Paul Liss, Ken Glasser, Rob Pallarito, Rachel Frisch

Others present – Diann Axford, Tim Cherwinski, Mel Maier

APPROVAL OF MINUTES

Motion by Mr. Glasser to approve the minutes from the January 20, 2021 Budget and Finance Committee meeting. Motion passed unanimously.

UNFINISHED BUSINESS

A. Planning/Zoning Fees

Motion by Mr. Pallarito to postpone the Planning/Zoning fees discussion until July. Motion passed unanimously.

NEW BUSINESS

A. Bus Budget Fiscal Year 2022 OCR 21-XX

Mr. Cherwinski reviews the highlights of the presented fiscal year 2022 Bus budget. Mr. Cherwinski notes that with streamlining we have reduced our expenses. Ms. Frisch notes that we are still climbing out of our years of financial hardship. Ms. Frisch notes that the 2022 Bus Budget was recommended by the Transportation Committee.

Motion by Ms. Frisch to recommend to the full Board for approval, the 2022 Bus Budget. Motion passed unanimously.

B. Capital Asset Disposal Policy Updates

Ms. Frisch reviews the updates to the capital asset disposal policy. Ms. Frisch notes that all vehicle disposals will now be monitored by Mr. Cherwinski which will add more efficiency. When a department is ready to dispose of a vehicle, the department will turn the vehicle over to Mr. Cherwinski and he and his mechanic will evaluate the vehicle. The Committee reviews the policy updates and forms. Mr. Glasser notes the odometer reading should be added to the turn in form, and the Committee agrees.

Motion by Mr. Glasser to recommend to the full Board for approval the Capital Asset Disposal Policy updates. Motion passed unanimously.

C. Bid 2021-04: Groen Nature Preserve Misc. Roof Replacements

Ms. Maier presents the bid summary to the Budget and Finance Committee, noting that the Parks & Recreation Board has recommended for approval the award of the bid to ASAP Roofing. The Committee reviews and discusses.

Motion by Mr. Glasser to recommend to the full Board for approval the award of bid 2021-04 to ASAP Roofing for the Groen Nature Preserve miscellaneous roof replacements. Motion passed unanimously.

D. Bid 2021-05 Animal Control Pickup Truck

Ms. Maier presents the bid summary to the Budget and Finance Committee noting that Bill Marsh was ranked as number one for bids. The Committee reviews and discusses.

Motion by Mr. Pallarito to recommend to the full Board for approval the award of bid 2021-05 to Bill Marsh. Motion passed unanimously.

E. Budget Amendment: Groen Preserve Rangers

Ms. Maier notes that the presented budget amendment will cover the costs of the bid award from bid 2021-03 for the Groen Preserve Rangers. Ms. Maier notes that the Parks and Rec Board has recommended for approval the budget amendment for the Groen Preserve Rangers.

Motion by Mr. Glasser to recommend to the full Board for approval, the Groen Preserve Rangers budget amendment. Motion passed unanimously.

F. Budget Amendment: District Court and Friend of the Court MERS Division

Ms. Maier notes that the presented budget amendment will cover the costs of a closed Courts division for fiscal year 2021. Ms. Maier notes that the presented budget amendment has been discussed with Vicki and Tracey as well. The Committee reviews and discusses.

Motion by Mr. Glasser to recommend to the full Board for approval, the District Court and Friend of the Court MERS budget amendment. Motion passed unanimously.

G. Budget Amendment: Register of Deeds Staffing

Ms. Frisch notes that with turnover in the Register of Deeds office, there has been a backlog of work. Ms. Frisch notes that this budget amendment will allow Andrew Haskel to come back on a limited part time basis to help with the backlog of work and assist with training the new staff. The Committee reviews and discusses the budget amendment.

Motion by Mr. Pallarito to recommend to the full Board for approval, the ROD staffing budget amendment. Motion passed unanimously.

H. Budget Amendment: Tax Foreclosure Fund, Royal Crest demo completed in 2021

Ms. Maier notes that the presented budget amendment will pull the budgeted 2020 dollars into 2021 so that the final demo costs which were completed in 2021 can be paid. The Committee reviews and discusses the budget amendment.

Motion by Mr. Glasser to recommend to the full Board for approval, the Tax Foreclosure Fund budget amendment to complete the Royal Crest demolition. Motion passed unanimously.

I. Budget Amendment: OCNNet Network Point System

Ms. Maier notes that the OCNNet Point System needs to be replaced. Ms. Maier has discussed this matter with IT; they have noted that it is critical to replace this item. The Committee reviews and discusses the matter.

Motion by Mr. Liss to recommend to the full Board for approval, the OCNNet Network Point System get amendment. Motion passed unanimously.

J. Personal Property Tax (PPT) DDA Calculation

Ms. Frisch notes that it was brought to her attention that the DDA did not file the required paperwork to receive their PPT funds for 2020. As a result, the funds were sent to the County and City. Ms. Frisch notes that in being good partners and stewards, a calculation has been done to determine how much of the eligible DDA PPT amount was distributed to the County. The Committee reviews and discusses and notes that maintaining good relationships and being good stewards is important.

Motion by Ms. Frisch to refund the DDA their eligible PPT amount that was received by the County. Motion passed unanimously.

K. CDBG Discussion

Ms. Frisch notes that with one of the CARES Act grants, there is an allowable use to distribute funds to the local food banks for reimbursement of 2020 food costs. Ms. Frisch notes that she has been working with Bob Wright and he has been a liaison for the Gaylord, Johannseburg and Vanderbilt food banks. Ms. Frisch notes that final calculations are still being done to determine that amounts that can be distributed but notes that as this is a time sensitive grant, it is important to review and discuss this plan now. The Committee reviews and discusses the plan of the grant dollars use for the local food banks.

Motion by Mr. Glasser to approve, the recommended CDBG plan. Motion passed unanimously.

L. Financial Reports – The Committee reviews and discusses the financial reports.

M. Credit Card Statements - The Committee reviews and discusses the credit card statements.

N. Finance Department Update

Ms. Frisch notes she and Missy Fitzgerald have been working with C2AE for garage/pole barn plans so that the project can be bid out again.

Ms. Frisch notes that the educational videos for the Justice Complex will be filming soon.

Ms. Frisch notes that a start date has been established for the new hire in the Administrative Front Office position.

Mr. Liss adjourned the meeting at 10:45 a.m.